

Recertification Point Documentation/Approval Form

Name: _____

Employee #: _____

Category (please check one):

- ☐ College Coursework (*30 points per semester hour*)

Course Number: _____ College/University: _____

*Note—Please have official transcripts sent to “Certification Specialist, Fauquier County Dept. of Human Resources, 320 Hospital Dr., Suite 34, Warrenton, VA 20186-3037” **Points will not be awarded until official transcripts are received.***

- ☐ Professional Conference (*maximum of 45 points per renewal cycle*)

☐ Attended—5 points per day (please attach conference agenda or certificate)

☐ Presented—15 points per topic presented (please attach conference agenda noting presentation or invitation/thank you letter)

- ☐ Curriculum Development—1 point per clock/contact hour (*maximum of 90 points per renewal cycle*)

- ☐ Publication of Article—45 points per article (*maximum of 90 points per renewal cycle*)

- ☐ Publication of Book—90 points per book (*maximum of 90 points per renewal cycle*)

- ☐ Mentorship/Supervision—provide name of person mentored (*maximum of 90 points per renewal cycle*)

☐ Mentored FCPS teacher—45 points per semester

☐ Mentored college observer/student teacher—1 point per clock/contact hour

- ☐ Educational Project—1 point per clock/contact hour (*maximum of 90 points per renewal cycle*)

*Note—Must be approved by advisor, Certification Specialist or Associate Superintendent for Instruction **prior to beginning the project.***

- ☐ Professional Development Activities—1 point per clock/contact hour

Note—Do not fill out form for opt outs. Opt out courses are automatically credited from your professional development transcript. Only fill out this form for non-opt out professional development activities.

Description of Activity: _____

Dates of Activity: _____ Number of Points Earned: _____

Advisor's Signature: _____

Please return to:

Alex Williams, Certification Specialist
Department of Human Resources

alexwilliams@fcps1.org, 540-422-8315 (fax)